APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76-1-ui-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Offender Rehabilitation Division of Probation Diversion Centers	Application Number **82-29**
Application Number		Date Received **JAN 28 1982** Date Completed **FEB 26 1982**

2. Person to Contact	Working Title	Telephone Number
Susan Davis	Records Management Officer	894-5562

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate. **Dividion wide Common Schedule**

b. ☐ Dispose of present accumulation; no further accumulation anticipated. **for Diversion Centers**

c. ☐ Amend Application No. _____ Check One: ☐ Change ☐ Surrender ☐ Void

4. Dates of Series	5. Records Series Title *(followed by title used in office; if different)*
Earliest Latest **1974** **to date**	**Out Client Probationers Payment Ledger Card Files**

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Diversion Center Program under the Probation Division's direction, provides an alternative to prison for marginal risk, non-violent offenders. While at the Center, they work at outside jobs, make resititution to their victims, contribute to their room and board, to the support of their families, pay fines, court cost and lawyers fees. In addition, each resident participates in some form of community service as symbolic restitution for his/her offense. Diversion Centers provide supervision and a structured living enviroment in a community rehabilitative setting.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: Paying fines, court costs, lawyer fees, restitution and child support, when applicable.

Included are: Payment Card, and receipts for checks or money paid on fines, court cost and restitution.

File is arranged: Alphabetically by surname.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;
twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes where? Not Completely
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need _____ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

Cut off file when client has been released from Diversion Center Probation Officers supervision. Then

A. If client has not satisfied his/her probation sentence, make copy and send to receiving probation officer, place original payment ledger card in resident case history file after internal audit; hold four years; then destroy.

B. If client has satisfied his/her probation sentence, place payment ledger card in Resident Case History File after internal audit; hold four years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
		Susan Davis	4/13/81

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		2-5-82
	Secretary of State/Designee	Carroll Hart	3-2-82
	Attorney General/Designee		2-15-82